RIReynolds
Tobacco Company

d/m: 2-12-98

1. E. MacWilliams

Region Operations Manager Buffalo #1600

February 11, 1998

TO:

RAY COTE

BOB STEELE

SCOTT CLOSE SUE HASKIN

STEVE SHEFT

GEORGIA BAIN

MIKE TISINGER

**DENNY MILLER** 

RE:

1998 WHOLESALE PARTNERS - REVISED

## Dear Reps:

As follow-up to FSC-132B which was forwarded to you via e-mail on 2/6/98, enclosed are necessary documents required to handle presentations to your Direct Accounts:

- Hard copy of FSC-132B which highlights revisions
- Revised 1998 Wholesale Partners Presentation deck with account specific title pages and payment examples for Plans A & G
- Blank title page and blank payment examples for use as needed
- Plan A & G Quick Reference sheet
- Partners Tracking Systems Calendar (Jan June 1998)
- Hard copy of FSC-7B with REVISED promotion reporting descriptions (as of 1/11/98). Please review these descriptions by account for accuracy - report any discrepancies to your Direct Accounts. If an account does not appear on this list, it is possible that the account is not reporting promotions - these accounts must be advised ASAP that promotion reporting is required for 2nd Half Partners in order to assure maximum payout.
- Weekly reporting requirements deck which should be reviewed with accounts as you see appropriate (if your Direct Accounts are reporting all information accurately, you may decide it is not necessary to provide them with an additional copy as no changes have been made since this information was sent on 11/25/97).
- Revised and corrected 2nd Quarter Workplan Promotion Descriptions IMPORTANT provide a copy to each of your Direct Accounts.

You will note that Partners Tracking reports will be available 2/16/98 (reference FSC-132B). The availability date has been revised to 2/18/98. Sarah Rush will pull reports and mail them to you ASAP in order that you may discuss individual account objectives with your assigned Direct Accounts.

Please do not hesitate to contact your Division Manager or myself if you have questions.

Sincerely,

Lori MacWilliams

L.E. MacWilliams ROM/#1610 :etb

cc: W. Roth (w/o attach's)
DM's (w/o attach's)
S. Rush

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